



Los Angeles County  
Department of Regional Planning

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*Planning for the Challenges Ahead*



May 16, 2006

James E. Hartl AICP  
Director of Planning

The Honorable Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**PRIORITY NEEDS FOR FISCAL YEAR 2006-07**

The Department of Regional Planning is submitting its priority needs and funding requirements for Fiscal Year 2006-07. These priority needs will, if funded, enable the department to provide enhanced levels of service for the Board of Supervisors, Regional Planning Commission, unincorporated communities, landowners, and the general public. The programs will affect every supervisorial district and effectuate strategic plan strategies and objectives of the County through service and workforce excellence, and organizational effectiveness.

Towards these goals and objectives, our number one need for Fiscal Year 2006-07 is **Field Office Operations (\$578,000)**. Funding will help finance staffing needs to provide adequate personnel and community based planning service in nine field offices throughout the County. Unfortunately, there is currently not enough staff to provide sufficient coverage in all field offices. The additional positions requested will mitigate the long wait times, reduce the number of complaints, and provide better customer service.

Our second priority is, **Land Development Permit Processing (\$979,000)**. Funding is necessary for additional staffing and supplies to improve, expedite and facilitate processing of discretionary permits (i.e. CUPs, Tract and Parcel Maps), which are reviewed and approved by the Regional Planning Commission. Additionally, planning and GIS services will decrease processing time for administrative permits such as Site Plans and Director's Reviews that do not require public hearings or approval by the Regional Planning Commission. This program will improve the overall delivery time of land use permit cases and generate a business-friendly atmosphere for County services.

Our next priority need is **Airport Land Use Section (\$445,000)**. Funding will cover staffing needs to provide complete aviation case reviews and local consistency determinations and to initiate work on updating the Los Angeles County Airport Land Use Plan (CLUP) and the compatibility plans for 14 of the County's 15 public use airports. This Plan update would occur over a five-year period. At the conclusion of the five-year period, departmental staff would review the local general plans for compliance with the CLUP, and conduct periodic CLUP updates. The principal responsibilities are mandated by Section 21670 et. Seq. of the Public Utilities Code and we are certain that staffing here will lead us to completing this mandate.

Our fourth priority need is **Environmental Processing/Forms Update (\$336,000)**. This effort will provide funding to update the Environmental Processing Manual for all environmental assessments and revise the County Environmental Document Reporting Procedures and Guidelines to be consistent with current Department procedures. A consultant will be hired to complete the EIR and Initial Study Preparation Manual, formulate and implement a Mitigation Monitoring Program to streamline the department's current ad hoc process, and computerize the Initial Study information database.

Our fifth priority need is the **Management Audit Implementation Program (\$541,000)**. The requested funding will provide staffing for onsite/offsite training to all departmental employees, to maintain, secure, track and automate case files, and address other DRP management audit recommendations and Board initiatives such as the Records and Retention Program.

Our last priority need, **Strategic Workforce Planning and Database Administration (\$557,000)**, is requested to fund necessary staff to secure, protect, and administer the complex geographic information and local area network databases. These very large and valuable digital formats require ongoing and very technical expertise. The proposed staffing will reduce network downtime and potential security breaches for valuable County data, and effectively respond to fiscal and management audits. Additional staffing will be used to implement the recently updated Strategic Plan in performance measurement, employee development, succession planning and emergency preparedness. Funding will greatly enhance organizational effectiveness and fiscal responsibility through cost avoidance and better trained employees.

As we have stated in the past, it is our strong belief that thoughtful and planned program expenditures, as outlined herein and reiterated in portions of the County and department Strategic Plans, will accomplish their purpose. We believe that planning programs and information technology will be increasingly vital in the new millennium. These programs, such as our nearly complete zoning conversion and data integration of over 2,500 maps to digital format and the

Countywide LAR-IAC Project utilizing information technology and geographic databases, will improve customer service, streamline development permit processes, and enhance decision making throughout the County.

Considering the positive contributions that these funding requests will make to the strategic initiatives of the County and the total effectiveness of the County, we strongly recommend your consideration and funding of the priority needs listed herein for next year.

Sincerely,

DEPARTMENT OF REGIONAL PLANNING

A handwritten signature in black ink, appearing to read "James E. Hartl", is written over a circular stamp. The signature is fluid and cursive.

James E. Hartl, AICP  
Acting Director of Planning

JEH:TNE:KC:cl

Attachments

c: Chief Administrative Office  
Executive Office

**DEPARTMENT OF REGIONAL PLANNING  
FISCAL YEAR 2006-07 PRIORITY NEEDS**

<u>Program</u>	<u>Gross Appropriation</u>	<u>Revenue/IFT</u>	<u>Net County Cost</u>	<u>Budgeted Positions</u>
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<b>Field Offices</b>	<b>\$582,000</b>	<b>\$</b>	<b>\$582,000</b>	<b>8.0</b>
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1) This impacts the Land Use Regulation Program and reflects funding for planning and support staff to provide adequate personnel and community based planning service in the nine field offices located throughout each of the five Supervisorial Districts. Presently, five of the offices experience heavy customer traffic and lengthy wait times (Antelope Valley, Arcadia, La Puente, East Los Angeles and Firestone). In addition, other departmental staff are also not available to work in the field offices when current staff is absent. "Circuit rider" positions will be utilized to facilitate customer service and ensure that field offices are staffed during vacations, sickness, training and vacancies. Funding this program will support the County Strategic Plan (**Service Excellence and Workforce Excellence**) by reducing customer wait times, decreasing the number of complaints, and improving the level of customer service. (Impacts: All Supervisorial Districts)

<b>Land Development Permit Processing</b>	<b>\$979,000</b>	<b>\$</b>	<b>\$979,000</b>	<b>11.0</b>
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2) This program will enhance processing capabilities of all divisions involved in case processing including the Current Planning, Land Use Regulation, and Information & Fiscal Services Divisions. Funding is necessary for additional staffing and supplies necessary in order to improve and facilitate processing of discretionary permits (i.e. CUP, Parcel Maps, Tract Maps) which are approved by the Regional Planning Commission. Staffing and GIS services will also decrease processing time for administrative permits such as Site Plan and Director's reviews that do not require approval by the Planning Commission. This program will decrease the overall delivery time and generate a business-friendly atmosphere. Funding this program will allow DRP to fulfill County goals (**Service Excellence and Organizational Effectiveness**). (Impacts: All Supervisorial Districts)

<b>Airport Land Use Section</b>	<b>\$447,000</b>	<b>\$</b>	<b>\$447,000</b>	<b>3.0</b>
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3) This impacts the Advance Planning Program and reflects funding for three staff to provide complete aviation case reviews and local consistency determinations and to begin work on updating the Los Angeles County Airport Land Use Plan (CLUP) and the compatibility plans for 14 of the County's 15 public use airports. This Plan update would occur over a five-year period. At the conclusion of the five-year period, the section would review the local general plans for compliance with the CLUP, and conduct periodic CLUP updates. The principal responsibilities are mandated by Section 21670 et. Seq. of the Public Utilities Code. Funding this program will allow DRP to fulfill County goals (**Service Excellence, Organization Effectiveness**). (Impacts: All Supervisorial Districts)

<i>Program</i>	<i>Gross Appropriation</i>	<i>Revenue/IFT</i>	<i>Net County Cost</i>	<i>Budgeted Positions</i>
<b>Environmental Processing/ Forms Update</b>	<b>\$336,000</b>	<b>\$</b>	<b>\$336,000</b>	<b>0.0</b>
<p>4) Impacts the Current Planning Program and reflects funding to update the Environmental Processing Manual for impact analysis and revise the County Environmental Document Reporting Procedures and Guidelines to be consistent with current department procedures. A consultant will be hired to complete the EIR and Initial Study Preparation Manual, formulate and implement a Mitigation Monitoring Program to streamline the Department's current ad hoc process, and computerize the Initial Study information database (<b>Organizational Effectiveness</b>). This effort will improve the quality of screencheck submittals and reduce staff time necessary for EIR review (<b>Service and Workforce Excellence</b>). (Impacts: All Supervisorial Districts)</p>				
<b>Management Audit Implementation Programs</b>	<b>\$542,000</b>	<b>\$</b>	<b>\$542,000</b>	<b>5.0</b>
<p>5) These programs impact all the planning activities throughout the department. Additional staff is needed to provide onsite/offsite training to all departmental employees, and to maintain and track case files. Planners will benefit by improving the storage and movements of all DRP case files. When case files are secured and available to staff, <b>service excellence</b> will be increased for the public customer. By training staff and developing a computerized case file log system for all on-site and off-site case files, <b>organizational effectiveness and workforce excellence</b> will be enhanced and <b>DRP Management Audit recommendations addressed</b>. (Impacts: All Supervisorial Districts)</p>				
<b>Strategic Workforce Planning And Data Base Administration</b>	<b>\$559,000</b>	<b>\$</b>	<b>\$559,000</b>	<b>4.0</b>
<p>6) This critical need impacts the Information Systems, Administration, and Support Programs, and reflects funding for staff to provide increasingly complex database and LAN administration, and to provide necessary assistance in the areas of strategic plan and management audit implementation and monitoring, emergency preparation planning, employee development programs related to strategic workforce planning, compilation of performance measurement statistics, and contract administration (<b>Service Excellence</b>). Funding of this vital program will greatly enhance departmental efforts to improve employee preparedness and safety, to improve our network recovery time (<b>Workforce Excellence</b>) and secure our database (<b>Organizational Effectiveness</b>), to effectively respond to fiscal and management audits (<b>Fiscal Responsibility</b>), and to implement our own Strategic Plan goals. (Impacts: All Supervisorial Districts)</p>				
<b>TOTAL</b>	<b>\$3,445,000</b>	<b>\$</b>	<b>\$3,445,000</b>	<b>31.0</b>